

# CJA Attorney PACER Accounts

## Register for a new PACER Account -OR- Upgrade a Legacy PACER Account and Change PACER Exemption Status

*(CJA Attorneys please note that you will only need one PACER account for filing and viewing in ECF NextGen. If you have a separate exempt CJA account now, those exempt privileges will be added to your individual upgraded PACER account.)*

### Register for a new PACER Account

1. Go to the PACER website to [register for an account](#).
2. Fill out the registration page, check the box to indicate that you are a member of the **CJA Panel** and then select **Indiana Northern** as the **CJA Jurisdiction**.

The screenshot shows a registration form with the following fields and options:

- Email \*: attyinnd+40@gmail.com
- Confirm Email \*: attyinnd+40@gmail.com
- User Type \*: ATTORNEY (dropdown menu)
- Check here if this account will be used by an attorney appointed to the CJA Attorney Panel
- CJA Jurisdiction \*: Indiana Northern (dropdown menu)

3. **ON or AFTER November 8, 2021**: Link your upgraded PACER exempt account to your ECF Account ([See instructions for Linking your Account](#)).

OR

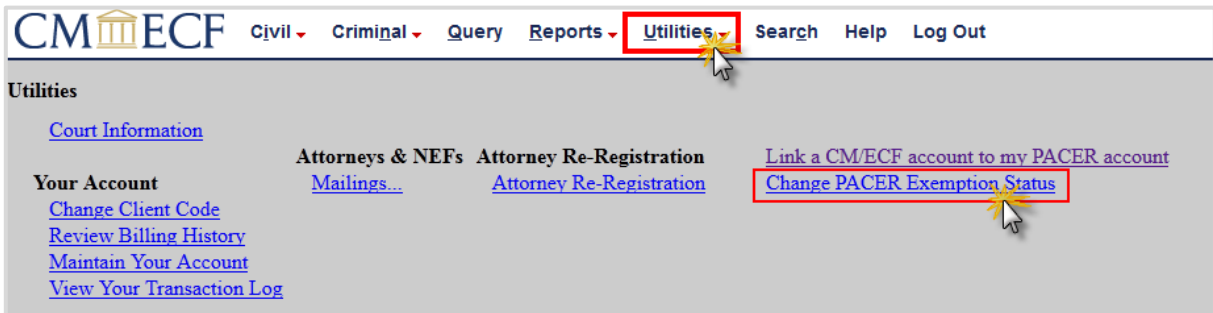
### Upgrade Legacy PACER Account

1. Follow the procedures to [upgrade your Legacy PACER account](#).
2. Contact the PACER Service Center (PSC) by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or by phone at 800-676-6856 and provide the following information to the PSC:
  - a. Name
  - b. PACER Username
  - c. Account number for upgraded PACER Account
  - d. List **Indiana Northern District** as the court in which you are appointed to the CJA Panel.
3. The PSC will send you an email with instructions on how to proceed.
4. Link your upgraded PACER exempt account to your ECF Account on or after November 8, 2021 ([See instructions for Linking your Account](#)).

## Change PACER Exemption Status

When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status. Each time you log into NextGen ECF your status will default to **Not Exempt**.

1. Log into **NextGen ECF**
2. Click on **Utilities**
3. Select **Change PACER Exemption Status**



4. Select **CJA** and then **Submit**.

**\*\*Note that the change to exempt is only good for the current session. The status will need to be changed each time you log in acting in your CJA capacity. \*\***

A screenshot of the 'Change PACER Exemption Status' form. The form title is 'Change PACER Exemption Status'. Below the title, it shows 'Current PACER Exemption Status: Not Exempt'. The 'Change PACER status to:' section has three radio button options: 'Not Exempt', 'CJA', and 'Court Order'. The 'CJA' option is selected and highlighted with a red box. At the bottom left, there are 'Submit' and 'Clear' buttons. A red arrow points to the 'Submit' button.

5. While using the Query option you can **toggle between exempt and not exempt** by clicking on the link at the bottom of the page.

A screenshot of the 'Query' page. At the top, there is a warning: 'WARNING: Search results from this screen are NOT subject to on PACER charges. Please be as specific as possible with your'. Below the warning is a 'Search Clues' section with various search filters: 'Case Number' (2:09-cr-20025), 'Case Status' (Open, Closed, All), 'Filed Date' and 'Last Entry Date' (date ranges), 'Nature of Suit' (0 (zero), 110 (Insurance), 120 (Contract: Marine)), 'Cause of Action' (0 (No cause code entered), 00:0000 (00:0000 Cause Code Unknown), 02:0431 (02:431 Fed. Election Commission: Failure Enforce C)), 'Last/Business Name' (with 'Exact matches only' checkbox), 'First Name', 'Middle Name', and 'Type'. At the bottom, there are 'Run Query' and 'Clear' buttons. Below the buttons, there is a link: 'PACER fee: Exempt CJA Change', which is highlighted with a red box and a red arrow.

6. For additional information contact PSC by email at [pacер@psc.uscourts.gov](mailto:pacер@psc.uscourts.gov) or by phone at 800-676-6856.